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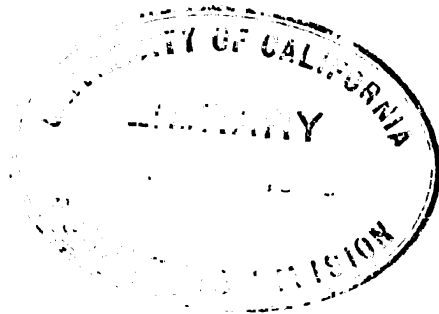
**WAR DEPARTMENT**

*U.S. Dept of Army*

**TECHNICAL MANUAL**

**LAUNDRIES  
LAUNDRY BATTALIONS AND  
LAUNDRY COMPANIES**

**December 12, 1942**



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TECHNICAL MANUAL }  
No. 10-350 }

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WAR DEPARTMENT,  
WASHINGTON, December 12, 1942.

## LAUNDRIES, LAUNDRY BATTALIONS AND LAUNDRY COMPANIES

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## SECTION I

## GENERAL

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**1. Officer in charge.**—A quartermaster is in charge of each Government-owned laundry and all operations thereof, except plants operated under the supervision of the Medical Department in conjunction with hospitals. A superintendent is placed in direct charge of all departments, including the clerical department, under authority of the officer in charge.

**2. Buildings and equipment.**—Laundry buildings, mobile laundry units, and portable laundry units are constructed and machinery and equipment installed therein in accordance with standard plans and specifications furnished by The Quartermaster General, and construction and installations of this nature are entered into only after receiving approval from The Quartermaster General. Ordinary repairs to buildings are made from funds authorized annually for that purpose. Emergency upkeep and repair of machinery and equipment, not exceeding in any one month \$100 for laundries or \$50 for dry-cleaning plants, are covered by quarterly authorizations of funds.



**3. Cost of operations.**—The cost of laundry operations is paid from authorized appropriations.

**4. Disposition of funds derived from operations.**—All funds derived from laundry operations are transferred to the sales officer on W. D., Q. M. C. Form No. 434 (Shipping Ticket (Posts, Camps, and Stations)). Proceeds of cash sales are transferred at the end of each month or oftener as directed by the commanding officer. Charge sales are transferred at the end of the accounting period as a lump sum, supported by a single copy or list of the charges against the individual accounts. The sales officer deposits these funds with the local disbursing officer to the credit of miscellaneous receipts.

**5. Claims for loss or damage.**—*a. Methods of settlement.*—Claims must be made within 48 hours after delivery of the laundry and must be accompanied by the laundry list. Claims for property lost, destroyed, or damaged in the process of laundering are settled upon proper presentation and proof by either of the following methods:

- (1) By replacement from overages in the laundry.
- (2) By the issue of garments in kind, after the action of a surveying officer.

*b. Action taken on a claim.*—(1) *By laundry officer.*—(a) Except as required by (b) below, claims are first acted upon by the officer in charge of the laundry in an effort to settle the claims by replacement from overages in the laundry.

(b) In the case of a claim submitted by an individual connected with the administration or operation of the laundry, the commanding officer designates a disinterested officer to take the action outlined in (a) above.

(2) *By commanding officer.*—In case of loss or destruction of or damage to articles issued to enlisted men, when settlement cannot be effected by replacement from overages in the laundry, the matter should be handled under a report of surveys and the individual reimbursed by the issue of garments in kind, if the facts developed by the survey warrant such action.

*c. Private property.*—The methods of settlement (a above) apply only to such articles as are issued to enlisted men. There is no provision of law for the payment of the claim of any patron for private property lost, destroyed, or damaged in the process of laundering. Officers and others responsible for the operation of laundries should make every effort to avoid loss or damage to property of patrons and give careful consideration to the adjustment of complaints.

**6. Dry-cleaning plants.**—When dry-cleaning plants are installed, they are operated in conjunction with laundries. Wherever appli-

cable and except as otherwise specified, the same regulations apply to dry-cleaning plants as apply to laundries.

**7. Records and reports.**—*a.* Quartermasters in charge of laundries and dry-cleaning plants keep an accurate record of all transactions and submit to The Quartermaster General a quarterly report of operations on W. D., Q. M. C. Form No. 366 (Report of Laundry and Dry Cleaning Operations). This report is mailed not later than the 15th of the month following the quarter for which rendered.

*b.* At each post, camp, depot, and other station, the quartermaster is in charge of all salvage and laundry activities of the Quartermaster Corps. He keeps such records and renders such periodical reports as may be required. These reports must bear the following certificate, signed by the quartermaster:

I certify that I have carefully supervised the salvage and laundry activities under my control, and to the best of my knowledge and belief the report herein is correct.

**8. Blank forms.**—Quartermaster Corps forms for use by laundries are supplied by The Quartermaster General. Such additional forms as will facilitate the transaction of laundry business are improvised locally. Copies of local forms, after they have been in use for a sufficient length of time to prove their usefulness, may be forwarded to The Quartermaster General with recommendations as to their use by all laundries.

**9. Accounting period.**—Wherever the monthly accounting period in use at a post or station is other than the regular calendar month, all references to monthly transactions are interpreted to cover such accounting period.

**10. Local laundry regulations.**—Additional local regulations which are necessary to insure the orderly and efficient handling of laundry for Government agencies, enlisted men, and other authorized patrons are published from time to time by the local commanding officer. Copies of local regulations are forwarded to The Quartermaster General for his information.

**11. Preparation of W. D., Q. M. C. Form No. 366.**—*a.* For purposes of illustrating the use of W. D., Q. M. C. Form No. 366, the following hypothetical situation covering the laundry activities at Fort School, Pa., is presented:

(1) Fort School, Pa., is located in the city of Philadelphia, Pa. The quartermaster activities embrace a Quartermaster Corps laundry, which is under the immediate charge of 1st Lieutenant I. J. Kay, Q. M. C., salvage officer, who devotes 50 percent of his time to laundry activities. Technical Sergeant Q. R. Smith, Q. M. C., is in charge

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[US War Dept]

TM 10-350

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TECHNICAL MANUAL  
LAUNDRIES, LAUNDRY BATTALIONS AND LAUNDRY COMPANIES

CHANGES  
No. 1 }

WAR DEPARTMENT,  
WASHINGTON, 25 D. C. 106 June 1943.

TM 10-350, 12 December 1942, is changed as follows:

**33. Equipment and supplies.—a. Equipment.—(1) General.—**  
**(a)**

1.

1 generator, gasoline driven, 12.5 kva

2.

225 feet 1½-inch hose

(3) *Extractor* (fig. 2).—The extractor is a 20-inch diameter basket, motor driven, speed of 1750 rpm, and directly connected to a floor drain to permit the carrying off of waste water. This machine is \* \* \* the floor drain.

(7) *Hot water heater and tank* (fig. 6).—The hot water \* \* \* surrounding the coils. The amount of steam entering the coils is regulated by the use of a thermostatically controlled steam valve which admits steam when the temperature of the water drops below the desired point.

b. (Superseded.) *Supplies and repair parts*.—The only items of laundry supplies authorized for use in the operation of the mobile laundry units are detergent, mobile laundry (synthetic soap) (Stock No. 51-D-175) and sour, laundry (Stock No. 51-S-4739), which are requisitioned as required through usual channels. Allowances upon which such requisitions are based and edited are published by The Quartermaster General from time to time. No repair parts will be stocked for units serving in the continental United States. Spare parts for immediate replacement shall be requisitioned on a properly executed W. D., Q. M. C. Form No. 400 (Requisition) through the usual channels. No parts will be requisitioned for storage at depots. Requisitions will be presented for immediate replacement parts only.





LAUNDRIES, LAUNDRY BATTALIONS AND COMPANIES C 1

34. Technical instructions for operation.

\* \* \* \* \*

b. *Setting up and starting units.*

\* \* \* \* \*

(2) *Leveling.*—After the semitrailers \* \* \* the rear springs. Corrections in leveling may be made with these jacks. These corrections, however, should be limited to slight lifts to take some of the weight off the springs. The jacks are not constructed to bear more than a fraction of the weight of the trailer. When it appears the trailer is level, \* \* \* extractor, and tumblers.

\* \* \* \* \*

(7) *Washing formula.*—The following washing formula is used for the two classifications:

<i>Mobile washing formula</i>						<i>Inches</i>
5-minute break suds, 90-100° F	-----	-----	-----	-----	-----	6
5-minute suds, 90-100° F	-----	-----	-----	-----	-----	4
3-minute rinse, 90-100° F	-----	-----	-----	-----	-----	8
3-minute rinse, 90-100° F	-----	-----	-----	-----	-----	8
3-minute rinse, 90-100° F	-----	-----	-----	-----	-----	8
* * * * *						

[A. G. 300.7 (2 Jun 43).] (C 1, 26 June 1943.)

APPENDIX II

LIST OF REFERENCES

Laundries-----	{	AR 30-2135
	{	Manufacturer's Manual
	{	Cir. 1-21, O. Q. M. G., 1942,
	{	(Laundry Operations)

\* \* \* \* \*

[A. G. 300.7 (2 Jun 43).] (C 1, 26 June 1943.)

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,  
*Chief of Staff.*

OFFICIAL:

J. A. ULIO,  
*Major General,*  
*The Adjutant General.*

of the laundry office. Major O. P. Que, Q. M. C., is post quartermaster.

(2) According to the records in the office of the adjutant, Fort School, Pa., the strength of the garrison on March 31, 1940, was as follows:

Officers (including warrant officers and nurses) .....	184
Enlisted men .....	3,100

(3) The average patronage during the quarter was as follows:

Officers .....	63
Enlisted men .....	2,810
Other patrons .....	609

(4) During the quarter ended March 31, 1940, work was performed at the Quartermaster Corps laundry as follows:

For enlisted men .....	33,400 bundles containing 158,400 pieces
For other individuals .....	1,120 bundles containing 24,640 pieces
For stock of the quartermaster .....	3,280 pieces
For post hospital .....	4,500 pieces
For organizations .....	11,140 pieces

(5) The earnings for the period were as follows:

Bundle work for enlisted men .....	\$9,900.00
Bundle work for all others .....	2,478.40
Bulk work, reclamation .....	262.00
Bulk work, hospital .....	360.00
Bulk work, organization .....	789.60

(6) During the quarter, there was employed in connection with the Quartermaster Corps laundry the following personnel:

1 commissioned officer, 1st Lieutenant I. J. Kay, Q. M. C., whose salary was \$281.70 per month (only 50 percent to be charged).

1 technical sergeant, Q. M. C., whose salary was \$96.60 per month, employed full time.

30 civilian employees, whose salaries aggregated \$8,080.00 for the third quarter.

(7) The stock record cards showed the value of material and supplies used during the quarter to be \$860.02. In addition to this, the following were used:

310 tons coal, bituminous .....	\$4.80 per ton
3 cords wood .....	7.20 per cord
3,160 kw electricity .....	0.075 per kw
3,200 M cu. ft. water .....	0.125 per M cu. ft.

(8) Repairs to machinery during the quarter amounted to \$191.20.

(9) The dry-cleaning plant did not operate during this quarter.

## (10) Days worked :

	<i>Days</i>
January-----	24
February-----	21
March-----	23½

b. Following instructions on the reverse side of W. D., Q. M. C. Form No. 366 and using the information given above, the form illustrates a prepared quarterly report. (See app. I.)

c. When a dry-cleaning plant is operated in conjunction with the laundry, that portion of the form devoted to dry-cleaning operations is prepared from information in the office of the laundry officer in the same manner as the report on laundry operations.

## SECTION II

## ENLISTED MEN'S SERVICE

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**12. General.**—Enlisted men's laundry service is offered on a monthly flat rate basis only. Enlisted men's bundles are laundered weekly unless owing to local conditions the commanding officer prescribes greater intervals. Patronage of Quartermaster Corps laundries by enlisted men is voluntary. Each month they may decide whether they will patronize the laundry or not, but having elected to do so, they will be charged the monthly flat rate regardless of the number of bundles sent unless exempted from the flat rate charge for reasons given in paragraph 14.

**13. Limitations.**—It is intended that enlisted men's laundry service cover adequately the laundry requirements of enlisted men, considering local conditions of climate and service. Limitations were designed only to prevent abuses. As far as practicable, enlisted laundry patrons submit a bundle each week, and clothing of more than one enlisted man must not be combined in a single bundle. There is no restriction as to the kind or number of pieces which may be sent, except that the clothing and any other articles authorized to be included in the bundle must belong to the enlisted man sending it to the laundry. This does not include the laundry of the family of the enlisted man, which must be charged for on the piece-rate basis. The laundry officer



reports promptly to the organization commander any evidence of abuse of laundry privileges.

**14. Exemptions.**—An enlisted man who has elected to take laundry service during any month is allowed no deduction from the flat monthly charge for that month unless he is—

	<i>Abbreviation</i>
Sick in hospital.....	SH
On furlough.....	F
On detached service.....	DS
Transferred.....	T
In confinement.....	C
Exempted by commanding officer on account of martial status or for other reasons, in which case the charge will be at the single bundle rate.....	ECO

**15. Rates.**—*a. Monthly flat rate.*—The enlisted men's monthly flat rate is fixed by The Quartermaster General. There is no restriction as to the kind or number of pieces which may be sent under the monthly flat rate, except that the clothing and any other articles authorized to be included in the bundle must belong to the enlisted man sending it to the laundry.

*b. Single-bundle rate.*—The enlisted men's single-bundle rate is fixed by The Quartermaster General. Enlisted men who have elected to patronize the laundry under the monthly flat rate, but who have been exempted from that rate by reason of one of the conditions given in paragraph 14, are charged the single-bundle rate.

*c. Single-bundle rate with limitation to 30 pieces.*—(1) The enlisted men's single-bundle rate with limitation to 30 pieces is the regular single-bundle rate (*b* above) plus a piece-rate charge for pieces in excess of 30 in the weekly bundle.

(2) Enlisted men who were present at the beginning of the month but who failed to elect to patronize the laundry under the monthly flat rate, or enlisted men who joined the organization during the month, are charged the single-bundle rate with limitation to 30 pieces for each weekly bundle sent during the month. This means that those men may have to pay more than the monthly flat rate if the number of articles in the bundles sent exceed 30 pieces. Articles for which the common unit is "pair," such as socks, gloves, etc., are considered as one piece. Bundles in excess of 30 pieces are charged for at the applicable authorized piece rates listed on W. D., Q. M. C. Form No. 373 (Quartermaster Laundry—Individual List). (See app. I.)

**16. Responsibility of organization commander.**—The organization or detachment commander is responsible that forms necessary in the handling of enlisted men's laundry are correctly and legibly prepared in accordance with instructions in paragraph 17, instructions on the forms, and regulations published by the local commanding officer. He provides the necessary supervision of the handling of enlisted men's laundry and the clerical work in connection therewith to insure compliance with all regulations. He is responsible for the verification of all sums reported by the laundry as due from enlisted men for laundry service. He is responsible that all sums due from enlisted men are properly entered for collection on pay rolls, final statements, or service records in the same manner as for other indebtedness to the United States. If, for any reason, the amount due the United States for laundry services is not deducted from the current pay rolls, the organization commander is responsible for the necessary follow-up to insure that the deduction is made on subsequent pay rolls or finally reported to higher authority as uncollectible. In the event of transfer or discharge of enlisted men, the fact of indebtedness to the United States for laundry services must be verified and appropriate entry made to provide for proper deduction of this indebtedness from the pay roll or final statement on which the enlisted man is paid.

**17. Action within the organization.**—*a. Monthly roster and statement.*—W. D., Q. M. C. Form No. 365 (Monthly Roster and Statement) (app. I) is prepared in triplicate as of the first day of the month by the organization commander and contains an alphabetically arranged list of all members of the organization who have signified their intention to have laundry done at Quartermaster Corps laundries during the month, and have agreed to pay the monthly flat rate unless exempted under one of the conditions of paragraph 14. The original and duplicate copies are furnished the laundry, the triplicate copy being retained by the organization for the entry of appropriate data obtained from W. D., Q. M. C. Form No. 364 (Weekly Collection and Delivery Sheet). (See app. I.)

*b. Weekly collection and delivery sheet.*—(1) W. D., Q. M. C. Form No. 364 is prepared in triplicate by the organization commander and contains the name of each enlisted man appearing on the monthly roster and statement with the names arranged in the same sequence. Gains made during an accounting period are added at the foot of the list of names, with appropriate remarks showing how gained, dates, and organizations from which secured. Losses also are shown, with full information as to how they occurred.

(2) Opposite the name of each man who is sending a bundle is entered the word "Yes." Sheets, pillowcases, mattress covers, blankets, mosquito bars, and other similar articles of organization equipment used by enlisted laundry patrons are sent in bulk to the laundry. The total amount sent from the organization is entered at the bottom of the form.

(3) When no bundle is being sent, the following entry is made opposite the names of the men concerned:

(a) When the reason for not sending a bundle is one of those given in paragraph 14 as authorizing deductions from the monthly flat rate, the appropriate reason therefor, in abbreviated form such as "DS," in the case of a man on detached service.

(b) When none of the reasons given in paragraph 14 applies, the entry is "No."

(4) The original and duplicate copies are sent to the laundry with the bundles of the organization. The triplicate copy is retained for subsequent use as shown in (6) below.

(5) The duplicate copy is receipted by the laundry and returned to the organization commander for the latter's use in computing the charges for laundry service to be deducted from the pay of the enlisted men of the organization.

(6) Upon return of the laundry work to the organization it is receipted for on the triplicate copy which is then sent to the laundry.

(7) Where shipment is made to the laundry from other stations, the original and duplicate copies which go forward with the shipment are enclosed in an envelope marked "From: (post, camp, or station)." When the bundles are received and checked at the laundry, the duplicate copy is mailed to the person authorized to receipt for the service which has been rendered. After the bundles have been returned to the organization and checked, the receipt on the triplicate copy is accomplished, or such shortage as may exist noted, and this copy returned by mail to the quartermaster laundry rendering the service. This procedure is expedited in all cases so that the records of the laundry may be completed and that any shortage may be promptly adjusted.

*c. Enlisted men's laundry slip.*—W. D., Q. M. C. Form No. 374 (Enlisted Men's Laundry Slip), correctly and legibly listing all laundry sent, accompanies each enlisted man's bundle to the laundry and is returned with the finished work.

**18. Responsibility of laundry officer.**—The laundry officer is responsible for the efficient handling of all laundry entrusted to his care. He promptly furnishes the organization commander, at the close of each month or accounting period a statement showing amounts

due the United States for laundry from enlisted men of the organization. He reports to the organization commander any evidence of irregularities or abuse of laundry privileges.

**19. Action by laundry.**—*a. Weekly collection and delivery sheet.*—W. D., Q. M. C. Form No. 364 is checked against the enlisted men's bundles and other equipment sent in bulk to the laundry. The duplicate copy is receipted and returned to the organization. Pertinent data as to gains, losses, and exemptions from flat rate charges are transferred to W. D., Q. M. C. Form No. 365. Data pertaining to bulk work shown at bottom of W. D., Q. M. C. Form No. 364 is entered on W. D., Q. M. C. Form No. 375 (Abstract of Enlisted and Bulk Work). (See app. I.)

*b. Enlisted men's laundry slip.*—W. D., Q. M. C. Form No. 374 is checked against the articles in the accompanying bundle. The number of pieces shown on the form is verified and entered in the appropriate column of W. D., Q. M. C. Form No. 365. Upon completion of the laundry operation, the finished work is compared with the W. D., Q. M. C. Form No. 374 and the latter returned with the enlisted man's bundle.

*c. Monthly roster and statement.*—At the end of the month, the original copy of W. D., Q. M. C. Form No. 365 is completed to indicate amounts due the United States and is sent to the organization commander for verification, signature, and return to the laundry. Upon return of the signed original, the laundry furnishes the organization commander the completed duplicate copy of W. D., Q. M. C. Form No. 365 for his files. From each completed Form No. 365, the laundry enters on W. D., Q. M. C. Form No. 375 the number of patrons, bundles, pieces, and amount of earnings.

### SECTION III

#### INDIVIDUAL SERVICE

	Paragraph
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Procedure .....	21
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**20. Service and prices.**—Other authorized patrons of Quartermaster Corps laundries are provided services as existing facilities will permit at prices which are fixed from time to time by The Quartermaster General.

**21. Procedure.**—Bundles sent to the laundry by patrons are accompanied by one copy of W. D., Q. M. C. Form No. 373. After checking the articles received against the list, the pertinent information is entered on W. D., Q. M. C. Form No. 376 (Quartermaster Laundry Ab-

stract of Work Accomplished for Individual Patrons). C. o. d. transactions are entered in the proper column of that form; credit charges are debited to patrons on W. D., Q. M. C. Form No. 371 (Ledger Account Sheet). W. D., Q. M. C. Form No. 370 (Cashier's Report) is used in listing bundles for delivery service. If c. o. d. bundles are included in such list, the amounts are entered in the appropriate column. C. o. d. bundles called for at the laundry office are entered on this form. The finished work is again checked against W. D., Q. M. C. Form No. 373, which is returned with the bundle to the patron.

**22. Collections.**—Collection for laundry service rendered authorized patrons other than enlisted men is made in the same manner as provided for the authorized sale of other supplies and services. (See also par. 4.) Whenever such patrons fail or neglect to pay their bills for laundry service on or before the 10th of the month next succeeding that in which the service was performed, they are suspended from laundry privileges for a period of 3 months, unless satisfactory evidence is furnished to show that the nonpayment of the account within the specified period was due to no fault or neglect on the part of the individual concerned.

#### SECTION IV

### SERVICE RENDERED WITHOUT CHARGE TO GOVERNMENT AGENCIES

	Paragraph
General .....	23
Action of agencies sending work .....	24
Action of laundry officer .....	25

**23. General.**—*a.* Laundry service rendered by Government laundries to any arm, service, or bureau of the Army requires no reimbursement or transfer of funds from the appropriation of such arm, service, or bureau, but is accounted for in the same manner as service rendered the arm or service charged with the maintenance of the laundry; that is, service rendered the Medical Department requires no reimbursement of Quartermaster Corps funds.

*b.* The following articles are laundered without charge by Government laundries:

(1) Clothing of general prisoners confined at military posts without pay or allowances, and of applicants for enlistment while held under observation.

(2) White clothing issued without charge to enlisted men, and towels used in connection with bakeries and offices.

(3) Articles requiring renovation for stock. These articles are given to the laundry in such quantities and at such time as the facilities will permit, care being taken to prevent congestion within the plant. Arrangements are made for prompt removal of such work upon completion since laundry facilities do not provide storage space.

**24. Action of agencies sending work.**—*a. Responsibility.*—Officers in charge of hospitals, organizations, and other units will assure themselves that clothing and equipment sent to the laundry to be serviced at Government expense does not include any articles which should be properly charged to an individual.

*b. Preparation of forms.*—(1) *For other than Army transports.*—Two copies of W. D., Q. M. C. Form No. 373a (Quartermaster Laundry Hospital and Organization List), prepared by the sending organization, accompanies the soiled articles to the laundry, the duplicate being receipted by the laundry and returned to the organization. Articles sent to the laundry by organizations and units other than the hospital are accompanied by a certificate of the responsible officer, giving full information as to the source of the work and reasons for laundering at public cost.

(2) *For Army transports.*—Two copies of W. D., Q. M. C. Form No. 373b (Quartermaster Laundry Transport List), prepared by the Army transport authorities, accompany the work, the duplicate copy being receipted and returned to the sender.

**25. Action of laundry officer.**—Clothing and equipage sent to the laundry by hospitals, Army transports, organizations, and other units to be laundered at Government expense are checked against the lists furnished therewith and the receipted duplicate copy is given to the representative of the hospital or other organization. Pertinent data shown on the laundry lists are entered in appropriate columns of W. D., Q. M. C. Form No. 375 and certificates furnished by the organization are retained with W. D., Q. M. C. Form No. 375.

## SECTION V

### PERSONNEL

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**26. Employment and discharge.**—Employment of all laundry operatives, clerks, etc., is secured after the necessary authority and funds for hire have been obtained. Before hiring or discharging superintendents, approval must be obtained from The Quartermaster General.

**27. Civil service classification.**—All laundry operatives are, for civil service purposes, reported and hired as unskilled laborers, except those employees listed below whose positions are included in the classified service.

- a.* Superintendents.
- b.* Office force (including clerks, bookkeepers, stenographers, etc.).
- c.* Engineers.
- d.* Firemen.
- e.* Laundry workers (markers, sorters, checkers, distributors, and shippers).
- f.* Mechanics.
- g.* Foremen and forewomen (except when position is filled by the promotion of an unclassified employee).
- h.* Seamstresses.

**28. Certificates of eligibles.**—At stations located in the immediate vicinity of cities where labor regulations covering the appointment of unclassified employees have been promulgated, the employment of unclassified laundry workers is made from certificates of eligibles obtained from the proper district secretary.

## SECTION VI

### REQUISITIONS AND AUDIT

	Paragraph
Requisitions.....	29
Audit.....	30

**29. Requisitions.**—*a.* Requisitions cover 6 months' operations and are submitted April 1 for the period July 1 to December 31; and October 1 for the period January 1 to June 30.

*b.* The quantities called for on these requisitions are based upon past consumption, quartermasters being held strictly responsible that such consumption is kept to the absolute minimum necessary to render the service required. Where the amounts called for exceed past consumption, suitable explanatory notes are made on the face of the requisition.

*c.* Requisitions for funds for the employment of personnel show the names and classification of all employees receiving over \$1,800 per annum. All others are designated by classification only, but the total amount required for the employees of each particular classification is given.

**30. Audit.**—*a.* The commanding officer causes an audit of the records of the laundry to be made at least once each quarter by a disinterested officer.

*b.* The report of each audit, certified by the auditing officer to show the scope of his audit, is recorded on the books of the laundry and a copy thereof, with comments, is forwarded through the commanding officer to The Quartermaster General.

*c.* The scope of the quarterly audit covers such detailed examination of control and subsidiary accounts as is found necessary to satisfy the auditing officer of their correctness. The report of audit may include recommendation concerning improvements in laundry accounting procedure, operation, and service. The purpose of the audit is to determine—

(1) Compliance with regulations and instructions governing the operations of Quartermaster Corps laundries.

(2) Accuracy and adequacy of accounts and laundry records.

(3) Correctness of reports rendered to The Quartermaster General.

*d.* W. D., Q. M. C. Form No. 366, rendered quarterly (par. 11), is a summary of work accomplished, earnings, and operating expenses. Since data in this report form the basis for determining operating efficiency, prices to be charged, and annual estimates for laundry operation, the auditor verifies entries made in this report by inspection of the following subsidiary records from which the report is derived: W. D., Q. M. C. Forms Nos. 376 and 375 are the basis of entries under section II of W. D., Q. M. C. Form No. 366.

(1) Pertinent entries on W. D., Q. M. C. Form No. 376 are compared with those cited below for the purposes indicated:

(*a*) C. o. d. transactions are compared with similar entries on W. D., Q. M. C. Form No. 370 and receipted copies of W. D., Q. M. C. Form No. 434 for cash turned in to the sales officer for the purpose of disclosing discrepancies in making entries and of disposition of funds.

(*b*) A reasonable number of charge entries are compared with those on W. D., Q. M. C. Form No. 371, thus permitting the auditor to determine whether there is laxity in the posting of accounts.

(*c*) The total amount of charge transactions are compared with amounts shown on W. D., Q. M. C. Form No. 434, furnished the sales officer, and obtained from W. D., Q. M. C. Form No. 371. The purpose is to verify completeness in reports to the sales officer of accounts receivable.

(2) The auditor compares entries on W. D., Q. M. C. Form No. 375, pertaining to enlisted men's work, with the copies of W. D., Q. M. C. Form No. 365, as authenticated by the organization commander. A sufficient number of these are checked to ascertain the degree of accuracy in posting.



(a) Entries pertaining to bulk work handled without charge for hospitals, Army transports, and other Government agencies are compared with authenticated supporting lists and certificates in sufficient detail to satisfy the auditor of their correctness and compliance with regulations.

(b) Data shown in section III, W. D., Q. M. C. Form No. 366, are obtained from pay rolls, stock records, work orders, and other property records. The auditor satisfies himself as to the correctness and completeness of these entries by examination of basic supporting records.

## SECTION VII

### MOBILE LAUNDRIES IN THEATER OF OPERATIONS

	Paragraph
Quartermaster laundry battalion.....	31
Quartermaster laundry company.....	32
Equipment and supplies.....	33
Technical instructions for operation.....	34
Operation with Medical Corps installations.....	35
Operation with salvage installations.....	36

**31. Quartermaster laundry battalion.**—The Quartermaster laundry battalion is composed of a battalion headquarters and headquarters detachment and four laundry companies. The battalion has sufficient personnel and equipment to serve a force of 192,000 men weekly and is organized as shown in T/O 10-165.

**32. Quartermaster laundry company.**—*a. Organization.*—The company consists of a company headquarters and four platoons, each platoon being comprised of a platoon headquarters and two laundry sections as shown in T/O 10-167. Company headquarters consists of a captain, who is commanding officer; a master sergeant; first sergeant; technical sergeant; 3 staff sergeants; and 19 privates, including technicians grade 4 and 5, and privates, first class.

*b. Functions.*—Mobile laundry companies are organized and equipped to provide limited and essential laundry service in the theater of operations. Service may be provided for the following:

(1) Bundle service for individuals.

(2) Medical Corps installations.

(3) Clothing and equipment renovation for salvage activities, with or without mobile sterilization units.

*c. Capacity.*—A mobile laundry company can provide laundry service for 48,000 troops weekly when operating 16 hours per day, 7 days per week with an average bundle weight of 4½ pounds each. Capacity of a platoon is 12,000 troops, and a section, 6,000 troops. The

hourly capacity of a section is 250 pounds, and of the company, 2,000 pounds. The operating capacity in pounds per hour is of importance when it is necessary to estimate the number of companies, platoons, or sections required for handling laundry for Medical Corps or salvage installations.

*d. Operating unit (section).*—The section is the unit basis of operation in the mobile laundry company. Each section has two mobile laundry units composed of two semitrailers with laundry equipment installed thereon, two 4- to 5-ton truck tractors and the necessary auxiliary equipment including tentage and the specialized operating supplies for the laundry sections. Personnel has been set up to provide for two-shift operation which may be utilized on an 8- or 12-hour basis, as the operating situation warrants.

**33. Equipment and supplies.**—*a. Equipment.*—(1) *General.*—(a) The equipment of a mobile laundry section of two units is installed in two semitrailers, two-wheel, van-type, 22 feet by 8 feet by 6 feet 6 inches high. The prime movers are 4- to 5-ton, 4 x 4 tractor trucks.

1. The following equipment is installed in each laundry trailer:

- 1 washer, 30- by 30-inch
- 1 extractor, 20-inch
- 2 dry tumblers, 36- by 30-inch
- 1 boiler, oil fired, 15 hp
- 1 generator, gasoline driven, 12 kva
- 1 hot water heater and tank, 180-gallon
- 2 water supply pumps
- 2 fuel tanks

2. The following auxiliary equipment is included with each trailer but not installed:

- 1 storage tent, complete with poles, flies, pins
- 4 tables, 3- by 8-foot
- 200 feet 4-inch hose
- 200 feet 1½-inch hose
- 2 jacks, hydraulic, 5-ton
- 1 strainer
- 4 baskets, canvas, 8-bushel
- 1 set hand tools
- 1 set spare parts

(b) There is also assigned to the company five 2½-ton trucks, cargo with trailers, one ¼-ton truck and one ¾-ton weapon carrier.

(2) *Washer* (fig. 1).—(a) *Description.*—The washer is a standard 30-inch by 30-inch commercial laundry-type washer, direct connected motor drive with the necessary water inlet pipes, automatic valves,

drain pipes, etc. This machine performs the actual washing operation. It consists of a perforated metal cylinder, revolving about its axis inside a metal cylinder partially filled with water and soap. The outside cylinder is called the shell and the perforated cylinder is called the cylinder. The cylinder contains metal ribs whose width and height depends upon the size of the machine and the speed of the cylinder.



FIGURE 1.—Washer. Shell door is raised, showing cylinder. To the right of washer is unloading tray and extractor.

(b) *How washing is achieved.*—The clothing to be washed is picked up by the ribs and carried almost to the top when they slide off the ribs and fall to the bottom of the cylinder. The clothing receives

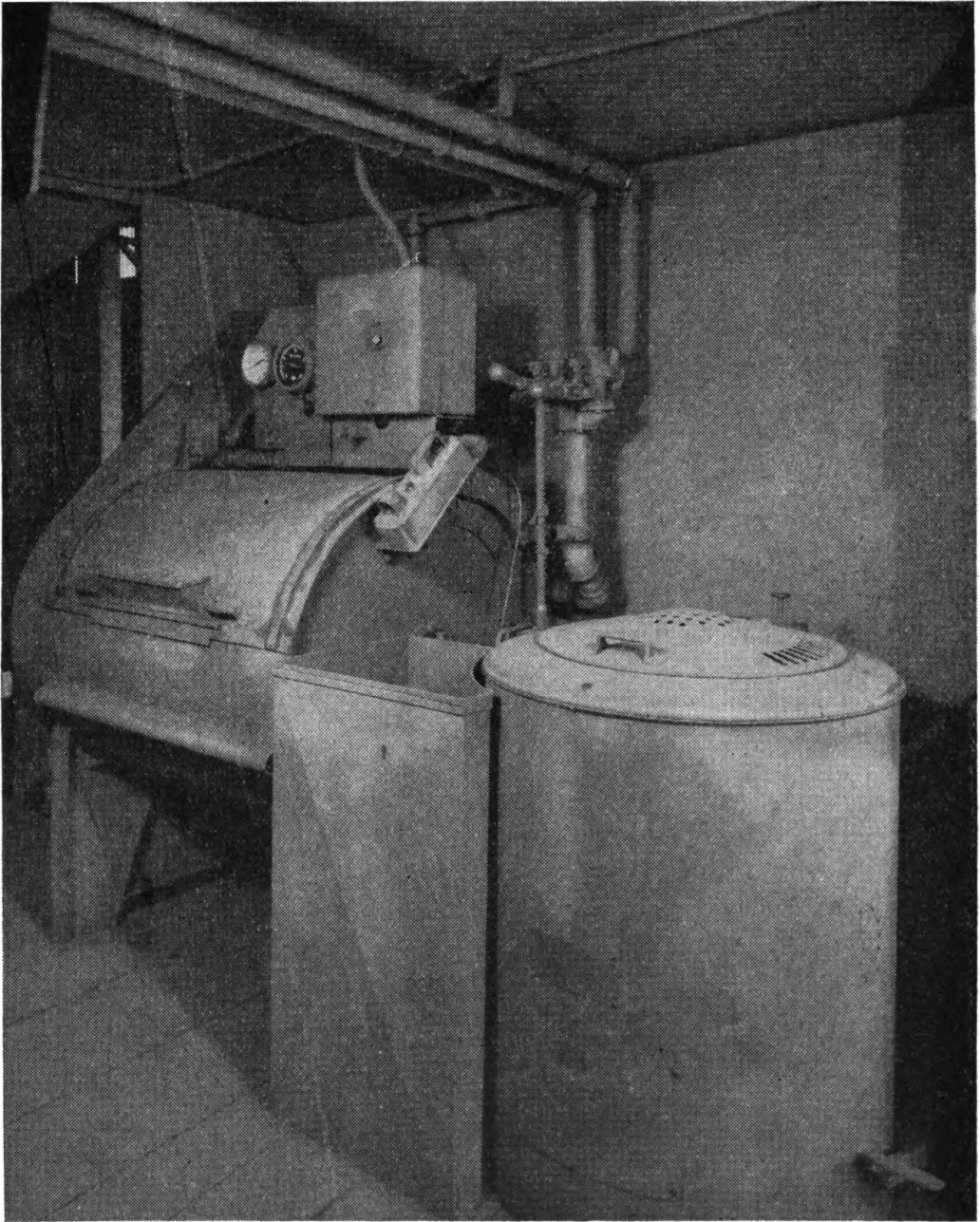


FIGURE 2.—Extractor. Safety lid is closed as shown when machine is in operation. To the left may be seen unloading tray and washer. Note automatic water valves and float gage on washer, to the left and above extractor.

friction from other clothing as well as from the cylinder. Also the dropping action has a tendency to force the water and soap in and out of the clothing, much the same as squeezing a sponge under

water. Thus washing takes place, providing that the proper water levels and soap are used in the needed quantities. The cylinder changes direction of rotation every seven or eight revolutions. Its speed is about 30 rpm.

(3) *Extractor* (fig. 2).—The extractor is a 20-inch diameter basket, motor driven, speed of 750 rpm, and directly connected to a floor drain to permit the carrying off of waste water. This machine is used to remove the majority of the water from the garments after they have been washed. It consists of a perforated metal cylindrical basket, open at the top side, and revolving within a solid metal shell. The wet clothing is placed inside the basket, the motor turned on to rotate the basket which sets up centrifugal force by which the garments are thrown over against the surface of the basket, and the water is thrown out and drained off through the floor drain.

(4) *Dry tumblers* (fig. 3).—The two tumblers are standard open end type, 36- by 30-inch size, with quadruple coils. They are used to dry garments after they have been washed and extracted, and consist of a revolving cylinder and fans by which air is pulled in over the heating coils and down through the revolving cylinder to provide the necessary heat for drying. Rotation of the cylinder keeps the garments in constant agitation and aids in the drying process.

(5) *Boiler* (fig. 4).—The boiler is an oil-fired unit having the necessary adjuncts of condensation return system, oil burner, safety appliances, automatic controls, etc. The boiler is rated as a 15 hp capacity, occupies a floor space of approximately 8 feet by 27 inches, and has an over-all height of approximately 3 feet 2 inches. It is built on the fire tube principle operating efficiently, a unique type of construction, allowing the combustion gases to pass through the tubes either three or four times before being discharged into the air, thus utilizing as much heat as possible from these gases. The correct amount of air necessary to support combustion is vital to the efficient operation of this boiler, and also to prevent smoke and the resultant formation of carbon which would soon clog up the tubes. Likewise, correct control of air is necessary to prevent smoke which would reveal the location of the units to enemy aerial observation. The boiler is completely automatic in its operation and is as foolproof as possible.

(6) *Generator* (fig. 5).—This set consists of a gasoline motor driven alternating current generator, developing a total capacity of 12 kva. The engine is of the four-cylinder type and is directly connected to the generator. The generator furnishes 220-volt, 3-phase current, for the operation of the mechanical equipment on the trailer and the lighting system. Each set contains batteries that are recharged while



the set is in operation, furnishing the electrical energy necessary for the self-starter.

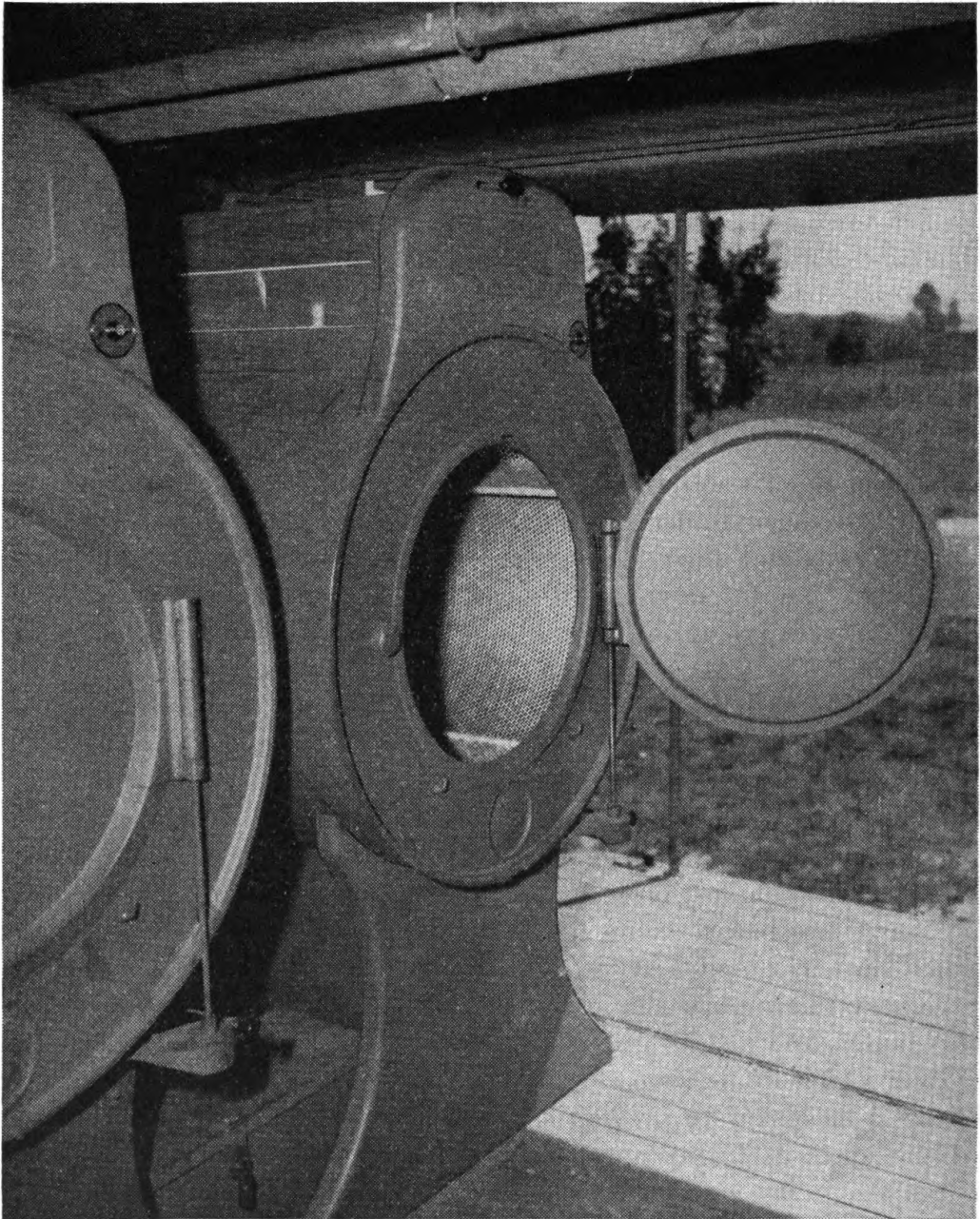


FIGURE 3.—Dry tumblers. The two tumblers are illustrated, one with door open showing the revolving cylinder, and the other with door closed. Note heating coils on top of tumbler. Numbered circle below and to the right of nameplate is timing device.

(7) *Hot water heater and tank* (fig. 6).—The hot water heater and tank consists of a 180-gallon tank containing a steam coil capable of heating 600 gallons of water per hour to 100° F., assuming the water

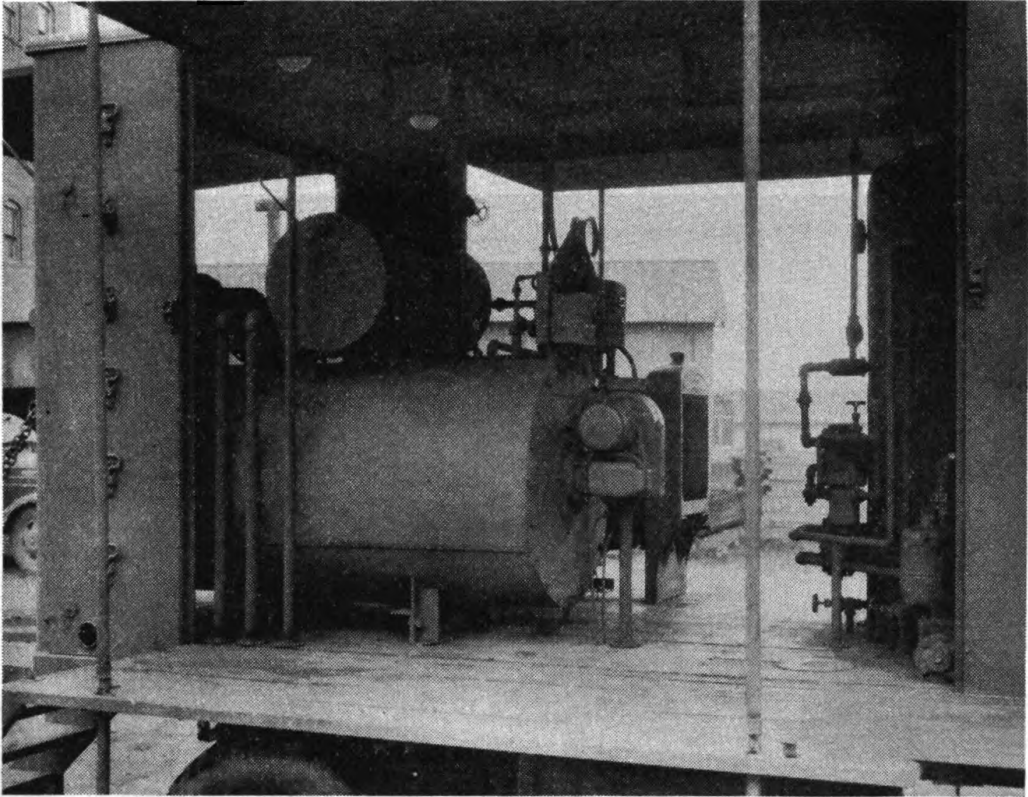


FIGURE 4.—Boiler—side view with oil burner in front. Tank on boiler is the condensate return tank.

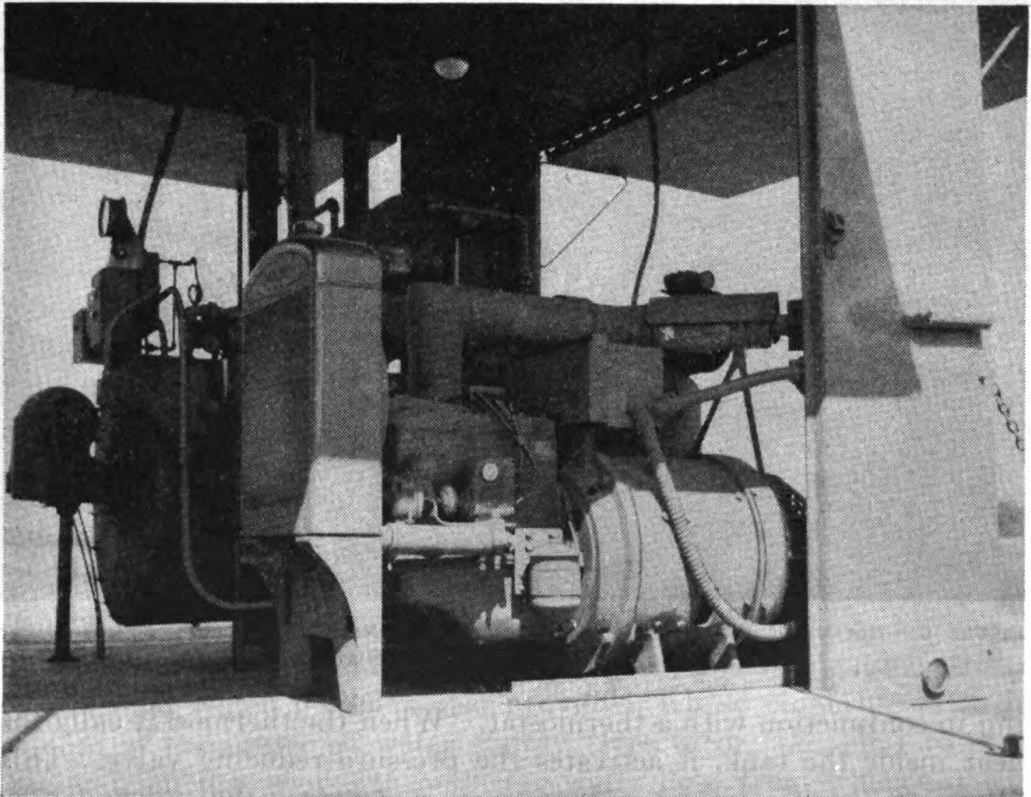


FIGURE 5.—Generator—side view. Note exhaust coming outside of trailer immediately above chain.

source to be 40° F. Steam is circulated through the coil, giving up its heat to the water surrounding the coils. The amount of steam entering the coils is regulated by the use of a pressure reducing valve work-

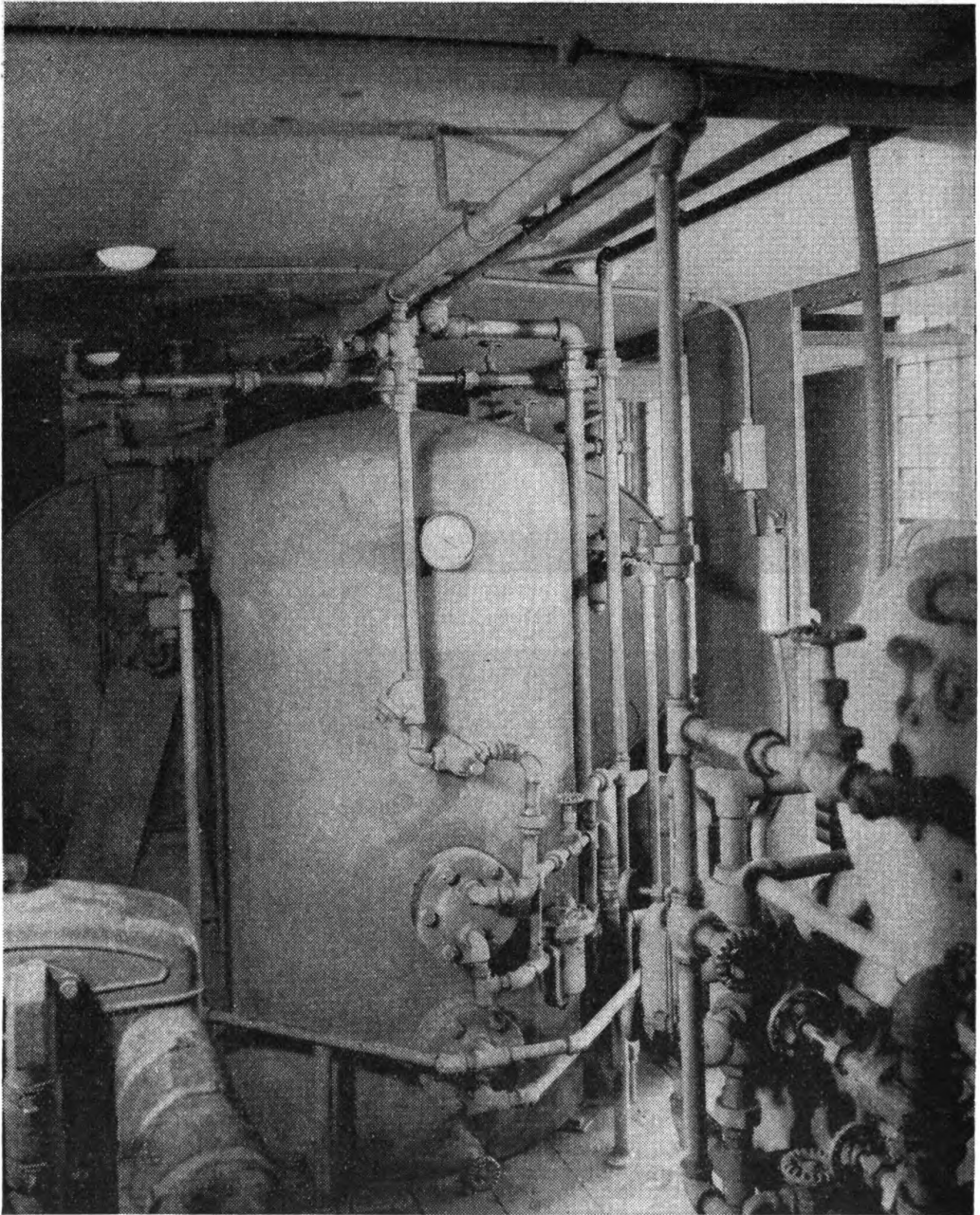


FIGURE 6.—Hot water heater and tank—front view. Note thermometer dial in center and near top. Drain valve is at bottom and in front.

ing in conjunction with a thermostat. When the thermostat calls for heat inside the tank, it activates the pressure reducing valve. This allows steam of a predetermined pressure to enter the coil and heat



the water, until the thermostat turns the valve off, shutting off the source of steam.

(8) *Water supply pumps.*—(a) *Main water pump* (fig. 7).—Two water supply pumps are integral parts of equipment of each unit. The main water pump mounted on the semitrailer is motor driven, direct shaft and flexible coupling or direct-connected, self-priming centrifugal type pump. It has a capacity of 25 gallons per minute

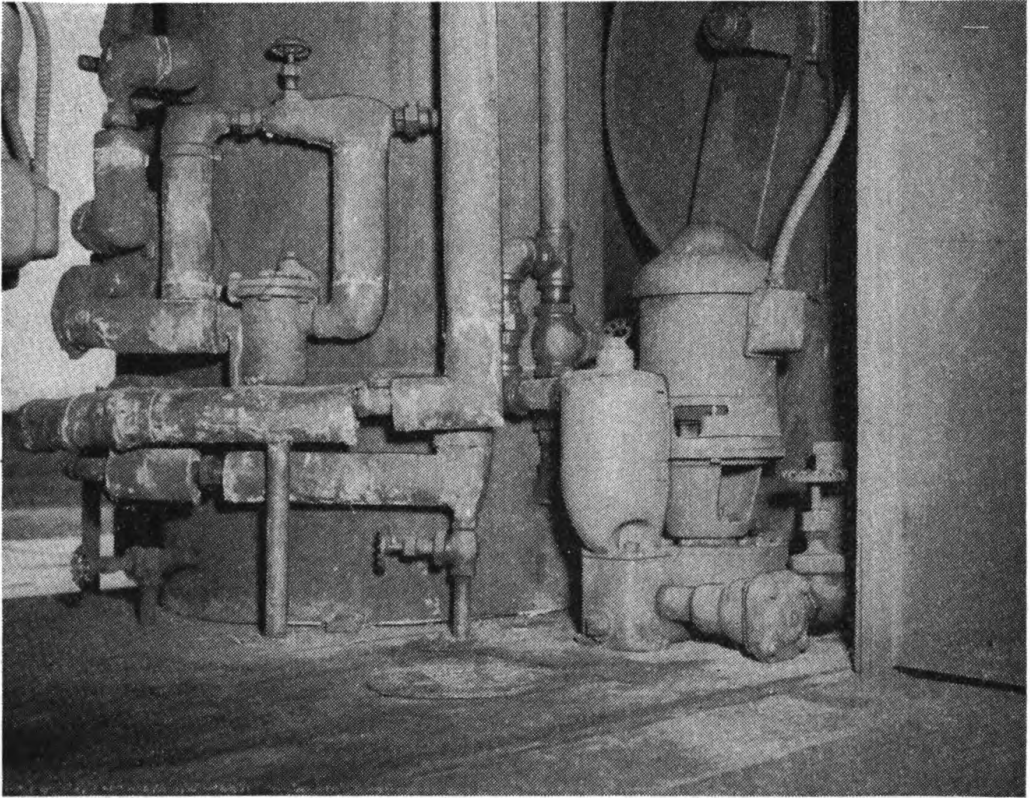


FIGURE 7.—Main water pump. Note motor in bell-shaped housing is mounted in vertical position. Part of water heater tank may be seen to the left of pump.

with 15 feet suction lift and 50 feet TDH. The pump is connected to the cold water lines of the washer and cold water inlet of the hot water heater and make-up tank. It keeps water pressure constant throughout the unit, so that water is available for use when needed. Although this pump is not primarily designed to lift water from a stream or lake, it can be utilized for this purpose if the suction lift does not exceed 15 feet.

(b) *Portable pump* (fig. 8).—A portable, gasoline engine driven centrifugal water pump is also provided, whose chief use is to be placed at the source of water supply (stream or lake, etc.) to push water from this source through the water hose from whence it will be sucked by the main pump mounted upon the trailer. The portable

pump is operated by a single-cylinder gasoline engine and the total weight of the unit is not over 100 pounds, in order that it may be easily carried by two men.

(9) *Fuel tanks*.—Two 40-gallon steel fuel tanks are installed under the trailer floor, in proximity to the equipment they supply—the boiler and generator set. The tanks have spouts located on the outside of the trailer to permit filling. Likewise they are equipped with baffle plates and drain cock.

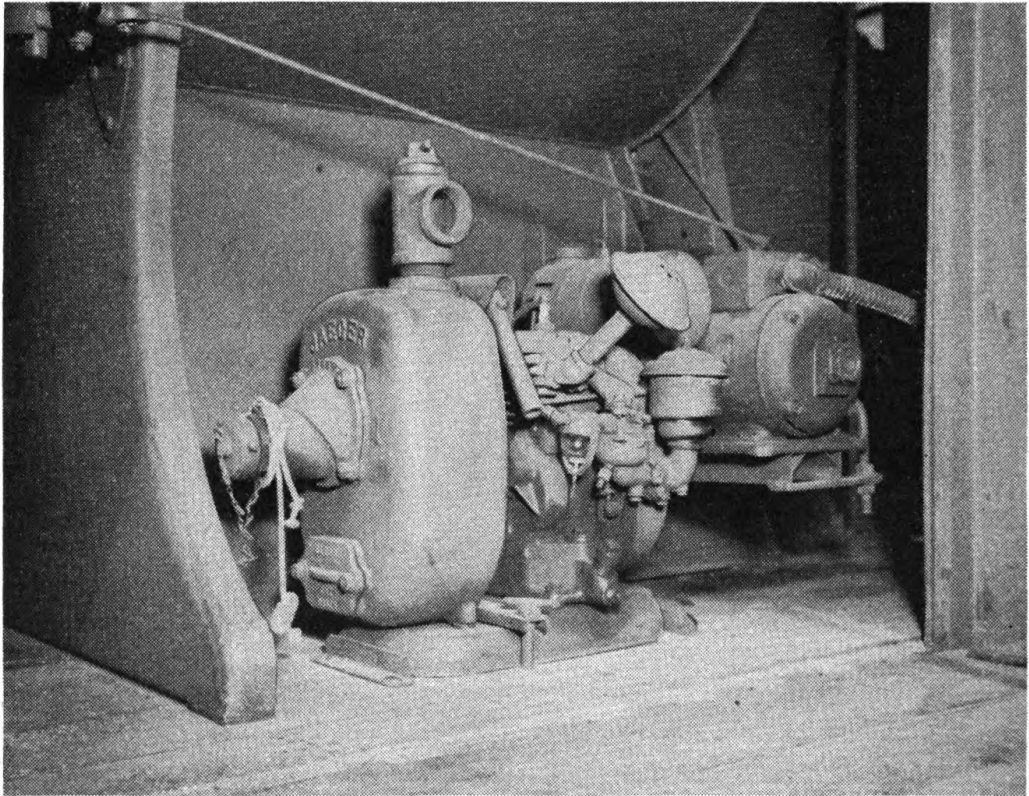


FIGURE 8.—Portable pump. Pump is kept stored in space alongside tumbler. To remove it from trailer it is necessary only to unscrew bolt on lock bar which is visible above in space on the base between pump and gasoline engine.

*b. Supplies*.—Supplies necessary for the operation of mobile laundry units and the personnel assigned thereto are requisitioned as required through the usual channels. A 12 months' stockage of rear echelon repair parts for each 16 units will be shipped automatically to the base depot for units serving overseas. Additional repair parts will be shipped only on requisition, which will be sent forward through usual channels. No repair parts will be stocked for units serving in the continental United States.

**34. Technical instructions for operation.**—*a. Selection of location*.—(1) *Near source of water*.—The essential requisite in select-

ing a suitable location for mobile laundry units is an ample supply of water. All other factors must be subordinated to this one demand, for without water the units cannot function. If possible, the water supply should be clean and free from dirt. However, due to the impossibility of locating such a water supply at all times, it may be necessary to locate near a dirty stream. In such case, the units can be operated satisfactorily, although the resultant washing will not be as satisfactory as would be obtained from clean water. Another factor is selecting a location as near the source of water as possible to reduce to a minimum the load demand placed upon the pumps. Under ordinary circumstances, the nearer the units are to the source of water, the less distance will be traveled by the water and a lesser demand placed upon the pumps.

(2) *Facing units in wind.*—After the definite location has been selected as close to the water supply as possible, it is desirable to consider the direction of the prevailing wind and the climate, whether hot or cold. If the weather is cold the trailers should be faced so that the closed end is facing into the wind or the side which can be kept closed without interfering with operations. Protection against cold wind is a matter of concern to the operating personnel and also affects the mechanical operation of the units, as more steam is required for the tumblers and hot water heater due to the loss of heat by radiation. During warm weather, units should be turned in order to take advantage of prevailing winds for comfort of operating personnel.

(3) *Camouflage.*—Although mobile laundry units will probably not be found in advanced positions of the theater of operations, nevertheless it is necessary that they be camouflaged in order not to reveal their positions to enemy aerial observation. As these units will be located near streams which usually have a large amount of trees and other shrubbery nearby, the task of camouflage under such circumstances is relatively easy. Full use should be made of all such natural aids to camouflage as well as artificial means such as nets, screens, mats, etc. Camouflage discipline and the maintenance of camouflage is a responsibility of the commanding officer of the laundry company, platoon, or section. Because of the large amount of truck traffic to laundry units and the resultant road marks clearly visible to aerial observation, it will probably be necessary to use more than one road and also make dummy roads to hide the actual positions of the units. Mobile laundry company commanders should familiarize themselves with all possibilities of camouflage and realize that the enemy is as anxious to determine the location of our supply installations as combat units.

*b. Setting up and starting units.*—(1) *Placing trailers together* (fig. 9).—A section of two units operate together and the two trailers are placed side by side so that the left platform and right platform of the units when opened and let down are close enough together to form a practically solid platform. Thus the operating personnel are able to walk from one unit to another and only one crew is necessary to operate the mechanical equipment of two trailers. This arrangement also affords added protection to operating personnel during inclement

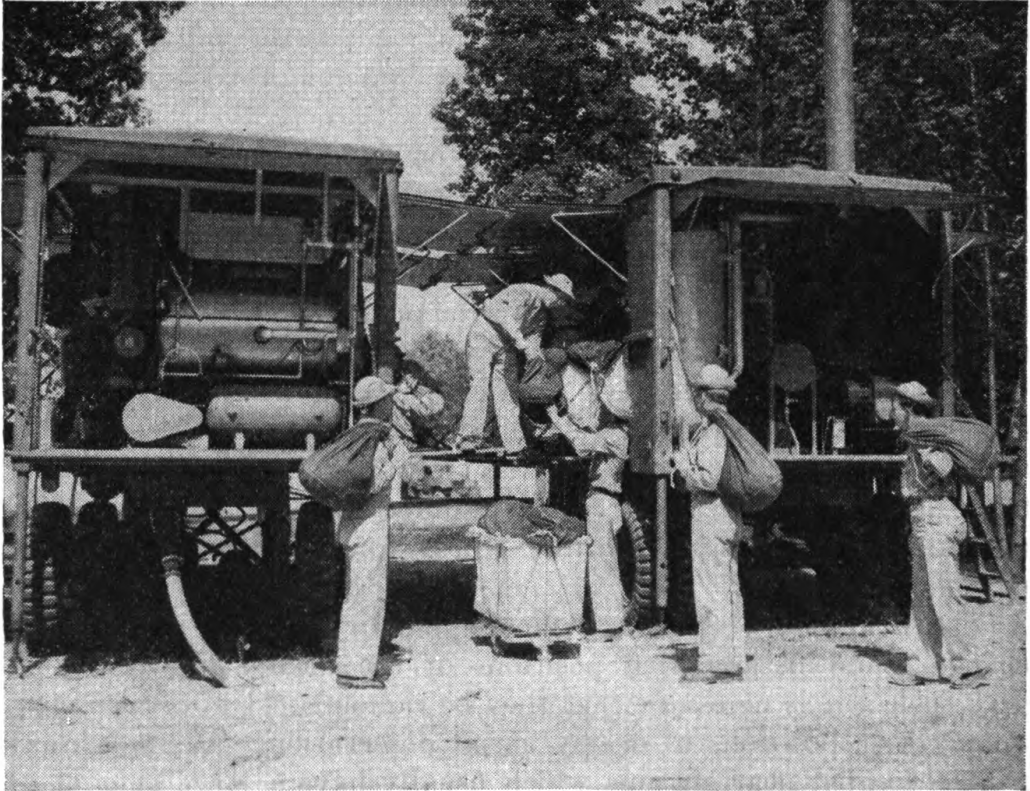


FIGURE 9.—Trailers placed side by side in order that one crew may operate both. The units shown are not the latest type but the illustration demonstrates the proper use of two trailers.

weather. Experience has shown that one crew of markers can mark enough bundles to keep two mobile laundry units in uninterrupted operation.

(2) *Leveling.*—After the semitrailers have been placed side by side and platforms opened, the trailers must be leveled. It is not only necessary that trailers be level, but also that they rest firmly on the ground in order to absorb all vibration from the mechanical operation of the equipment. The front end of the trailer while carried on the truck-tractor is necessarily higher than the rear, which means that provision must be made for lowering it to the same level as the rear when



setting up for operation. As soon as the truck-tractor moves the trailer into location, the landing gear should be cranked down and wheel chocks put into position. Steel plates are set under the landing gear wheels and also under the corner stand-jacks. A space of 3 to 4 inches must be obtained between the bottom of the landing gear wheels and the top of the steel plate as it rests on the ground, while the trailer is resting upon the truck-tractor. It may be necessary to dig into the ground in order to get the necessary space between wheels and plates. As soon as this space is obtained, the truck-tractor should move out slowly, thus gradually lowering the trailer into a level position. As soon as the truck moves out, lower the four corner stand-jacks on the plates and screw them down until they have absorbed a part of the weight carried by the landing gear and the rear springs. Corrections in leveling may be made with these jacks. When it appears the trailer is level, it should then be checked with a carpenter's level to determine what, if any, corrections should be made. It should be borne in mind that it is not always practical or possible to secure 100 percent leveling. However, every effort should be made to make an absolute level if possible, because prolonged periods of unlevel operations will result in excessive wear and damage to the bearings on the washer, extractor, and tumblers.

(3) *Starting generator, pumps, and boiler.*—After the trailer has been leveled, the gasoline engine on the generator should be started and allowed to warm up. During this period all sewer and water supply hose connections should be made. After all connections have been made secure by use of wrenches and it is determined there are no air-sucking connections, the main switch is thrown and the water pumps or pump (if only the main pump is being used) started in order to fill the system with water. *When the water heater is filled, make-up tank half filled, and boiler showing  $2\frac{1}{2}$  gages of water, the oil burner on the boiler may be started.* It is essential that this amount of water be present before starting the boiler fire in order to provide the margin of safety desired for boiler operation. Failure to have ample water before starting the fire or maintaining an ample supply after steam generation has started causes the majority of boiler explosions. Depending upon the tightness of the water connections and operating efficiency of the pumps, together with the load demand made upon the pumps by the distance of the trailer from the source of water supply and the total suction lift, the water system should require from 15 to 40 minutes time to fill. When the boiler has generated approximately 75 pounds pressure, the main steam valve is opened *slowly*. Steam valves for the two tumblers should also be opened gradually in order to permit proper operation of the traps in removing condensation. At least

10 minutes should be required to complete the opening of the tumbler steam valves. It will probably be found necessary to wait for the hot water tank to heat water, unless boiler personnel have arrived early and have a full head of steam and hot water available when it is desired to start the unit.

(4) *Pitching tents*.—Tents should be pitched by the personnel assigned to the markers, resizing, and folders details, during the time the trailers are being placed in position and made ready for operation. Two tents are necessary for a section, one for the marking and assorting of bundles or classification of articles when bulk work is being handled, and the other for supplies and administrative work as well as for providing workshop space. The tents should be located close to the semi-trailers in order to reduce to a minimum the time required to haul dirty and clean garments between the tents and trailers.

(5) *Marking individual bundles* (fig. 10).—Marking or breaking is done by the markers and is accomplished by the use of numbered marking pins. Bundles are received at the marking tent, assigned to markers, opened, and each article listed, or listing checked on the ticket accompanying the bundle. Each bundle is assigned a pin tray and each article in the bundle is pinned with one of the numbered pins from the tray. Handkerchiefs and other small articles are pinned three or four to a pin, depending upon the size of the articles. There are 24 pin trays to one lot, with 20 pins to each tray. It is believed that each tray will have sufficient pins for each single bundle; however, if a bundle requires more than the 20 pins assigned to a tray, the necessary pins from a second tray will be utilized for the additional articles. Such cases will be exceptional as the laundry requirements for field use will be from necessity kept to the minimum.

(6) *Classification*.—Garments are placed in two general classifications at the marking tent: blue denims and denim laundry bags, and remaining articles in the bundle. When 24 bundles have been marked in, making up a full lot, the colored classification of denims is taken to one trailer and the remaining classification of garments is taken to the other trailer.

(7) *Washing formula*.—The following washing formula is used for the two classifications:

*Mobile washing formula*

	<i>Inches</i>
5-minute break suds, 90–100° F _____	8
5-minute suds, 90–100° F _____	5
3-minute rinse, 90–100° F _____	9
3-minute rinse, 90–100° F _____	9
3-minute rinse, 90–100° F _____	9

Although this same formula is used to wash articles in both classifications, the classifications cannot be thrown together in the same washer due to the fading and bleeding of color from the denims.

(8) *Extraction and tumbling.*—Upon completion of the washing process, the articles will be placed in the extractors, which will be run for 5 minutes per load. Assuming the washer is loaded to capacity, approximately  $2\frac{1}{2}$  extractor runs will be required per

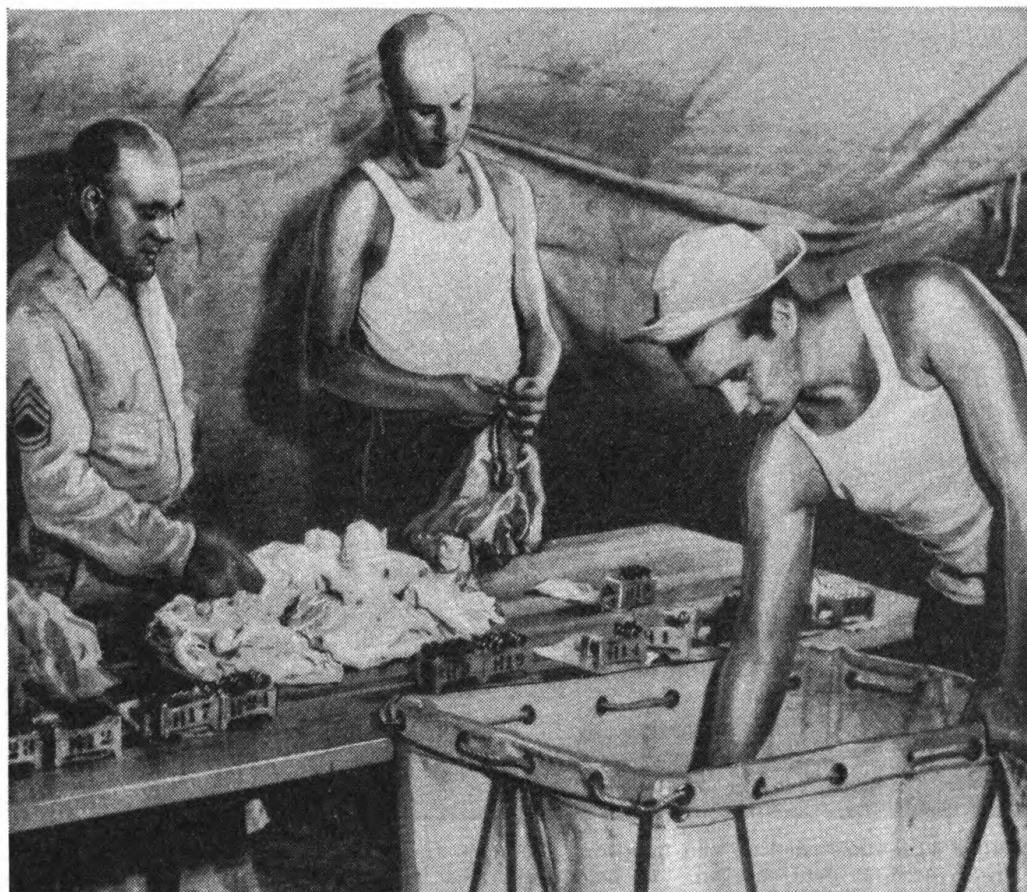


FIGURE 10.—Marking individual bundles by the use of numbered pins.

washer load. When the garments have been extracted, they will be placed in the dry tumblers and dried, which will probably require from 20 to 30 minutes depending upon climatic conditions. Drying will be more rapid during summer months or in tropical locations than during the winter or in frigid locations, when the tumblers will lose considerable heat by radiation.

(9) *Reassembling and bundling* (fig. 11).—When garments have been dried, they are taken from the tumblers and brought back to the marking and assorting tent for reassembling and placing in barracks bags, ready to return to the patron. Assorting is done by

reassembling the clothing through use of the numbered pins and checking the articles against the listing contained on the individual tickets. Pins are taken from the articles when it is verified that each bundle is complete, and then placed back in the proper trays.

**35. Operation with Medical Corps installations.**—Mobile laundry units will provide necessary service to Medical Corps installations in the theater of operations. Articles to be laundered, such as



FIGURE 11.—Reassembling and bundling. Bundles are being wrapped after pins have been removed and lists checked. In field operations bundles will be returned in barracks bags and not wrapping paper, as shown.

sheets, towels, operating gowns, etc., will be handled in bulk. Since practically all of these items are white cotton material, probably the only classifying necessary will be to articles in kind. For example, sheets will be laundered together, etc. Because the numbered pins will not be used for bulk work, markers will count the articles received and make any classifications deemed necessary. Resizers will count articles after they have been laundered to verify the count previously made by the markers. Mobile sections should be located as near medical installations as possible in order to reduce the hauling distance to a minimum.



**36. Operation with salvage installations.—***a. With mobile sterilization units.*—Mobile laundry sections operating in conjunction with mobile sterilization companies will provide necessary service for salvage installations within the theater of operations. Articles to be processed will be sterilized, laundered, and then returned to the salvage installation for repair and reissue. Laundry sections should be located as near the sterilization units as possible, in order to reduce hauling of articles to a minimum. Articles will be handled on a bulk basis as explained in paragraph 19. Operation of sections will be in accordance with principles previously explained.

*b. Without mobile sterilization units.*—Operations will be in accordance with principles previously explained for the bulk handling of articles.

## QUARTERMASTER CORPS

APPENDIX I.  
FORMS USED IN CONNECTION WITH LAUNDRIES

## 1. Tabulation.

W. D., Q. M. C. Form No.	Title	Reference (AR 30-2135)	Preparation and purpose
364	Weekly Collection and Delivery Sheet.	Pars. 13a and b, 14a	Prepared by organization; subsidiary to W. D., Q. M. C. Forms Nos. 365 and 375.
364a	Weekly Collection and Delivery Sheet (Extra Sheet).	-----	Prepared by organization; subsidiary to W. D., Q. M. C. Forms Nos. 365 and 375.
365	Monthly Roster and Statement.	Pars. 13a, 14b and c, 20d(2).	Prepared by organization; subsidiary to W. D., Q. M. C. Form No. 375 and basis for collection entries on pay rolls.
366	Report of Laundry and Dry Cleaning Operations.	Pars. 5, 20d	Prepared by laundry and furnished to Office, Quartermaster General; source of data covering earnings, work handled, etc.
370	Cashier's Report	Pars. 15b, 20d(1)(a)	Used for listing patron's bundle for delivery; also as record of c. o. d. collections.
371	Ledger Account Sheet	Pars. 15b, 20d(1)(b)	Source of charge accounts furnished sales officer for collection; entries made from W. D., Q. M. C. Form No. 373.
373	Quartermaster Laundry—Individual List.	Par. 15b	Prepared by patron; pertinent data to be posted to W. D., Q. M. C. Forms Nos. 370, 371, 376.
373a	Quartermaster Laundry—Hospital and Organization List.	Par. 16c(2)(a)	Prepared by organization; subsidiary to W. D., Q. M. C. Form No. 375.
373b	Quartermaster Laundry—Transport List.	Par. 16c(2)(b)	Prepared by transport; subsidiary to W. D., Q. M. C. Form No. 375.

LAUNDRIES, LAUNDRY BATTALIONS AND COMPANIES 1

374-----	Enlisted Men's Laundry Slip--	Pars. 13c, 14b.-----	Prepared by enlisted patron; auxiliary to W. D., Q. M. C. Form No. 364 and subsidiary to W. D., Q. M. C. Form No. 365.
375-----	Abstract of Enlisted and Bulk Work.	Pars. 14c, 16d, 20d.-----	Subsidiary to W. D., Q. M. C. Form No. 366. Source of data: W. D., Q. M. C. Forms Nos. 365, 366, 373a, 373b.
376-----	Abstract of Work Accomplished for Individual Patrons.	Pars. 15b, 20d.-----	Subsidiary to W. D., Q. M. C. Form No. 366. Data obtained from W. D., Q. M. C. Form No. 373.

## 2. Examples.

QMC Form No. 861  
GAS DEPARTMENT  
Revised December 4, 1940

## QUARTERMASTER CORPS

## QUARTERMASTER LAUNDRY

WEEKLY COLLECTION AND  
DELIVERY SHEETDate August 14, 1940Organization Detachment Q.M. Corps Station Fort School, Pa.

This form, prepared in triplicate by the organization, will contain the names, alphabetically arranged, of those enlisted men of the organization whose names appear on the Monthly Roster and Statement (WD QMC Form No. 345).

Enlisted men who have indicated their intention of patronizing the laundry during the month will be charged at the flat monthly rate unless excused by organization commanders in accordance with AR 30-2135. The names of men so excused will be listed on this form, together with the reason therefor, which shall be shown under "Remarks" (par. 104, AR 30-2135).

Gains made during the month will be added at the foot of the list, and notation made showing how gained, with dates and organizations from which transferred. Losses will be shown once, with full information as to how lost.

Organization commanders will ascertain amounts due by men being transferred, discharged, or otherwise separated from their organizations, and will assure charges being entered on pay roll, final statement, or service record.

Sheets, pillow cases, mattress covers, blankets, mosquito bars, and other similar articles used by enlisted patrons of the laundry will be entered below and will be sent in bulk to the laundry. The original and duplicate copies will accompany the bundles; the duplicate being returned to the organization as a receipt, and the triplicate being retained in the organization to be receipted and given to the laundry on the return of the finished laundry.

Laundry mark	Name	Bundles	Remarks
QM 7688	Amos, George B	1	Yes
5932	Andrews, John A	1	Yes
4657	Bacon, Thomas L	1	Yes
7100	Black, Henry F	1	Yes
6462	Carter, Fred D		No
1095	Chester, Lloyd M		F - 8/6
6225	Davis, Ralph R	1	Yes
4350	Ellison, Thomas D	1	Yes
0032	Ford, James T		No
4883	Harris, John E	1	Yes
9343	Ivy, Harry W		ECO
2897	Johnson, William K	1	Yes
4189	Kirkman, Kenneth L	1	Yes
4681	Lester, Mord P		SH - 8/12
4785	Long, Alfred P		No
4751	Morris, Robert L	1	Yes
1092	North, James E	1	Yes
0394	O'Dell, John T	1	Yes
4751	Olson, Fred A	1	Yes
2938	Page, Robert J	1	Yes
1709	Polson, William R	1	Yes
1075	Reed, Frank I		T - 8/14
1411	Rose, Victor M	1	Yes
1861	Simston, John T		No
4211	Snyder, Ronald F	1	Yes
1005	Thompson, Harry Y		No
8915	Wilson, James R	1	Yes
	<b>GAINS</b>		
7638	Luther, Albert R	1	Yes
	Trfd fr Co V, 15th Inf, 4d org		
	8/12/40.		

(For additional names use Form 861a)

This list, consisting of 1 sheets, contains the names of all members of the above-named organization sending bundles to the Quartermaster laundry on this date. The flat work indicated below was used by the men sending their bundles this week.

A. B. Stone  
A. B. STONE, Capt., QMC, Commanding.

Remarks	Bundles	Blankets	Sheets	Quilt pieces	Cover, mattress	Item, mosquito	
Number	6	16	60	31	19		
Unit cost		.25	.02	.01	.03		
Total cost		4.00	1.20	.31	.57		

Total pieces 126Total earnings, \$ 6.06Received of above-named organization on August 14, 1940

J. L. Hooper  
Laundry Receiving Clerk.

Received of Quartermaster laundry on August 21, 1940

O. P. Blaine, Lt. J. M. C.  
For the Organization.

U. S. GOVERNMENT PRINTING OFFICE 10-35025

QMC Form No. 365  
WAR DEPARTMENT  
Revised Dec. 6, 1946

## QUARTERMASTER LAUNDRY

## MONTHLY ROSTER AND STATEMENT

For month of August, 19 40Organization Detachment Q. M. Corps Station Fort School, Penna.

This form, prepared as of the first day of the month, in triplicate, by the organization commander, will contain the names, alphabetically arranged, of all members who signify the desire to have their laundry done at the Quartermaster laundry during the current month, and agree to send their laundry weekly and pay the full monthly flat rate, unless excused by their organization commander in accordance with paragraph 10d, AR 90-2135. The original and duplicate copies will be forwarded to the laundry, the triplicate copy being retained by the organization. Pertinent data on the Weekly Collection and Delivery Sheet (WD QMC Form No. 364) and the number of pieces shown on Enlisted Men's Laundry Slip (WD QMC Form No. 374) will be indicated weekly in the proper columns on the original and duplicate copies of this form by the laundry. The organization will transfer to the retained triplicate copy any pertinent data from the Weekly Collection and Delivery Sheet.

At the close of the month the officer in charge of the laundry will compute the amounts due from each enlisted man and enter them in the proper columns on the original and duplicate copies and transmit the original copy to the organization commander, who will verify the correctness of the transactions shown thereon, cause to be entered on pay roll the amounts due the United States for laundry service, sign the form, and return it to the laundry officer, who will return the completed duplicate copy for file with the organization records. Charges against men separated from the organization during the month will be ascertained from the laundry by organization commanders, who will cause to be entered on pay rolls, final statements, or service records amounts due the United States for laundry service. Organization commanders shall indicate on duplicate copy of WD QMC Form No. 365 on what voucher (pay roll, final settlement, or service record) the charge to each enlisted man has been made.

Name	Laundry mark	Number of Pieces in Weekly Bundle					Amount due	Charges entered on*
		First week	Second week	Third week	Fourth week	Fifth week		
Amos, George B.	QM 7688	35	24	29			1.50	
Andrews, John A.	5932	27	51	31	40		1.50	
Bacon, Thomas L.	4657	34	34	40	28		1.50	
Black, Henry F.	7100	26	29	28	29		1.50	
Carter, Fred D.	6462	55		55			1.50	
Chester, Lloyd M.	1095				32		.50	
Devis, Ralph R.	6225	32	47	32	40		1.50	
Ellison, Thomas D.	4350	38	37	30			1.50	
Ford, James T.	0032	30		34	55		1.50	
Harris, John E.	4883	39	55	45	32		1.50	
Ivy, Harry W.	9243	21					.50	
Johnson, William K.	2897		24	29	54		1.50	
Kirkman, Kenneth L.	4189	57	65	54			1.50	
Lester, Nord P.	4681	21			38		1.00	
Long, Alfred P.	4785	23		38	26		1.50	
Morris, Robert L.	4751	45	27	28	41		1.50	
North, James E.	1092	33	35	26			1.50	
O'Dell, John T.	0396		38	31	40		1.50	
Olson, Fred A.	4751	19	38		53		1.50	
Page, Robert J.	2938	42	37	40			1.50	
Polson, William R.	1709	41	27		23		1.50	
Read, Frank I.	1075	50					.50	
Ross, Victor M.	1411	38	40	35	40		1.50	
Sinaton, John T.	1861	26		31			1.50	
Snyder, Ronald F.	4211		51	23	29		1.50	
Thompson, Harry I.	1005	23		48	38		1.50	
Wilson, James R.	8915	28	30	34	31		1.50	
Luther, Albert R.	7638		30	30	30		1.50	
NOTE: This is the original copy as completed at the close of the month. On the first day of the month the organization commander prepared that portion of the form which is typewritten. The remainder was completed by the laundry.								
TOTALS		788	704	771	699		38.50	XXXXX

I certify that the foregoing is a true and correct report of the transactions between the organization and the Quartermaster laundry, and that the amounts listed will be entered on pay roll, final statement, or service records of the men concerned and record of such entries shown on duplicate of WD QMC Form No. 365.

*A. B. Stone*  
A. B. STONE

Organization Commander.

Capt., Q. M. Corps  
(Rank)

Patrons 28  
Bundles 83  
Pieces 2962  
Amount, \$ 31.50

\*This volume to be accomplished by organization on DUPLICATE only.

U. S. GOVERNMENT PRINTING OFFICE 2-4080

## QUARTERMASTER CORPS

WAR DEPARTMENT  
G. M. C. FORM NO. 104 (Rev. Oct. 27, 1925)

## REPORT OF LAUNDRY AND DRY CLEANING OPERATIONS

(See AB-36-2125)

Fort School, Penna. 3rd Quarter, F. Y. 1940  
(Station)

## Section I—STRENGTH AND PATRONAGE

STATIONS SERVED (1)	STRENGTH		AVERAGE PATRONAGE DURING QUARTER			
	Others (2)	Enlisted men (3)	Others (4)	Enlisted men (5)	Other patrons (6)	Total (7)
Fort School, Pa.	184	3100	63	2810	609	3482
TOTALS	184	3100	63	2810	609	3482

## Section II—QUANTITY OF WORK ACCOMPLISHED AND REVENUE

Description (1)	LAUNDRY			DRY CLEANING		
	Bundles (2)	Pieces (3)	Earnings (4)	Description (5)	Pieces (6)	Earnings (7)
1. Bundle work, enlisted (cash).....	33,400	158,400	\$ 9900.00	Enlisted men		\$
2. Bundle work, all other (cash).....	1,120	24,640	2478.40	Authorized patrons		\$
3. Bulk work, enlisted (credit).....		11,140	787.60	Free work		
4. Bulk work, hospital (credit).....		4,500	360.00			
5. Bulk work, all other (credit).....		3,280	262.00			
6.....						
7.....						
8.....						
9.....						
10.....						
11 TOTALS (lines 1 to 10, incl.).....	34,520	201,960	\$1770.00			\$

## Section III—OPERATING EXPENSES

SUPPLY AND LABOR	NUMBER OF EMPLOYEES	NUMBER OF 8-HOUR WORKING DAYS	TOTAL VALUE	NUMBER OF EMPLOYEES	NUMBER OF 8-HOUR WORKING DAYS	TOTAL VALUE
12. Civilian.....	30	2055	\$ 8080.00			\$.....
13. Military—Commissioned.....	1	34	422.55			\$.....
14. Military—Enlisted.....	1	68	289.80			\$.....
15. TOTALS (lines 12 to 14, incl.).....	32	2157 3/4	\$ 8792.35			\$.....
16. Material and supplies.....			\$ 860.02			\$.....
OVERHEAD EXPENSE	UNIT	AMOUNT USED	TOTAL VALUE	UNIT	AMOUNT USED	TOTAL VALUE
17. Fuel—coal.....	TON	310	\$ 1488.00			\$.....
18. Fuel—wood.....	CORD	3	21.60			\$.....
19. Fuel—oil.....						\$.....
20. Fuel—gas.....						\$.....
21. Electricity.....	KWH	2,160	237.00			\$.....
22. Water.....	MGAL	2,200	400.00			\$.....
23. Other overhead expense.....						\$.....
24. TOTALS (lines 17 to 23, incl.).....			\$ 2146.60			\$.....
25. Machinery—repairs.....			\$ 191.20			\$.....
26. Machinery—new (show itemized list w/costs, under "Remarks").....						\$.....
27. Building—repairs, alterations, etc.....			\$ 191.20			\$.....
28. TOTALS (lines 25 to 27, incl.).....			\$ 191.20			\$.....
29. Total overhead (lines 24 and 28).....			\$ 2337.80			\$.....
30. Total operating expenses (lines 15, 16, and 29).....			\$ 11990.17			\$.....

## Section IV—NET PROFIT OR LOSS

31. Difference between lines 11 and 30.....		\$ 1799.83		\$
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## REMARKS

(Furnish itemized statement, w/costs, of figure shown in sec. III, line 26, col. 3)

I certify that I have carefully supervised the salvage and laundry activities under my control, and to the best of my knowledge and belief the report herein is correct.

CERTIFIED CORRECT:

DANIEL C. RAY

DANIEL C. RAY,

1st Lieut., Q.M.C. Laundry Officer.

OLIVER P. QUE

OLIVER P. QUE

Major, Q.M.C.

Quartermaster.

(See reverse side for instructions)

10-1125

## INSTRUCTIONS

1. This report will be rendered quarterly. It must be mailed to the O. Q. M. G. not later than the 15th day of the month following the quarter for which rendered.

2. Report will be typewritten.

3. Copy will be furnished the Corps Area or Department Quartermaster concerned.

4. **Section I—Strength and Patrons.**—This section is self-explanatory.

5. **Section II—Quantity of Work Accomplished and Revenue.**—On line 1, column 1, will be recorded the number of bundles laundered for enlisted men; in column 2, the number of pieces contained in such bundles; and in column 3, the total revenue, computed at existing authorized rates for enlisted men. This amount (column 3) should be the total amount actually due the United States for service rendered, as shown on statements furnished organization commanders on WD QMC Form No. 365 (Monthly Roster and Statement) and certified to by said organization commanders as the correct amounts for entry and collection on pay rolls. These data should be obtained from WD QMC Form No. 375, Abstract of Enlisted and Bulk Work.

On line 2, column 1, will be recorded the number of bundles laundered for authorized patrons paying at piece rates established by The Quartermaster General; in column 2, the number of pieces contained in such bundles; and in column 3, the total revenue, computed at authorized piece rates (WD QMC Form No. 373). These data should be obtained from WD QMC Form No. 376, Abstract of Work Accomplished for Individual Patrons.

On line 3, column 2, will be recorded the number of pieces of bulk (organization) work (sheets, pillow cases, mattress covers, etc.) laundered for enlisted men; and in column 3, the earnings computed at authorized piece rates (WD QMC Form No. 373a). These data should be obtained from WD QMC Form No. 375, Abstract of Enlisted and Bulk Work.

On line 4, column 2, will be recorded the number of pieces laundered for hospitals, and in column 3, the total earnings computed at authorized piece rates (WD QMC Form No. 373a). These data should be obtained from WD QMC Form No. 375, Abstract of Enlisted and Bulk Work.

On line 5, column 2, will be recorded the number of pieces of Government-owned property, other than those listed above, credit for which is computed at authorized piece rates for such work, and in column 3, the total earnings. This will include work for Army Transports (computed at rates covered by WD QMC Form No. 373b), work for cooks and bakers, etc. These data should be obtained from WD QMC Form No. 375, Abstract of Enlisted and Bulk Work.

On the remaining lines, will be entered work not otherwise mentioned above, credit for which is computed at piece, monthly, or bundle rates. Where credit is computed at monthly or bundle rates, the number of bundles will be shown in column 1. Work for prisoners and recruits will come under this heading.

Line 11 is self-explanatory.

6. **Section III—Operating Expenses.**—On line 12, column 1, will be recorded the actual number of employees working in the laundry during the quarter; in column 2, the total number of 8-hour working days devoted to laundry activities; and in column 3, the total compensation of these employees. Lines 13 and 14, covering military (commissioned and enlisted) labor will be accomplished in a similar manner.

Line 15 is self-explanatory.

On line 16, column 3, will be recorded the total value of materials and supplies consumed during the quarter.

On lines 17 to 22, inclusive, will be shown the unit, amount and total value of fuel, electricity, and water used during the quarter; and on line 23, column 2 will be shown the total value of any other item of expense not otherwise covered.

Line 24 is self-explanatory.

On lines 25, 26, and 27, column 2, will be recorded the cost of repairs to machinery, new machinery including installation costs; and repairs and alterations to laundry building.

Lines 28, 29, 30, and 31, are self-explanatory.

10-11325 U. S. GOVERNMENT PRINTING OFFICE

THIS SPACE FOR ADDITIONAL REMARKS

WAR DEPARTMENT, Q. M. C.  
Form No. 579 (old No. 282)  
(Revised October 15, 1923)

CASHIER'S REPORT

Quartermaster Laundry Fort. School, Pa.

Date August 14, 1940

Delivered to the following-named individuals the bundles opposite their names:

Paid for in cash on delivery of bundle. (Enter amount in Column A-Cash.)

To be charged to their accounts with Quartermaster Laundry. (Enter amount in Column B-Charge.)

John L. Webster  
Cashier.

BUNDLE NO.	NAME	ADDRESS OR ORGANIZATION	AMOUNT	
			COLUMN A-CASH	COLUMN B-CHARGE
23	E. F. White	Qtrs. # 76-A, Post		2 70
29	B. G. Thomas	Qtrs. # 91, Post		1 93
38	L. J. Emery	Co. B, 15th Inf.	1 06	
43	A. K. Eddison	Qtrs. # 64-B, Post		2 84
68	A. B. Jackson	Qtrs. # 19, Post	1 97	
69	W. H. Fredricks	Qtrs. # 87, Post		1 61
76	K. P. Henery	Co. A, 15th Inf		1 18
85	J. L. Yates	Qtrs. # 42, Post		1 67
88	L. L. Gregory	Qtrs. # 57, Post		2 03

U. S. GOVERNMENT PRINTING OFFICE 3-5884



**QMC Form No. 871 (old 292)**  
**WAR DEPARTMENT**  
**Revised December 6, 1938**

## QUARTERMASTER LAUNDRY

# LEDGER ACCOUNT SHEET

**(See AR 30-2135)**

Name E. F. White Address: Qtrs. #76-A

Rank and organization 1st Lieut., 15th Inf.

[illegible]





## QUARTERMASTER CORPS

WAR DEPARTMENT  
Q. M. C. Form 878 b  
Approved Feb. 24, 1939

## QUARTERMASTER LAUNDRY

## TRANSPORT LIST

(See AR 30-2135.)

U. S. A. T. St. Michael Date: 2/14/40, 19\_\_

MARKS	MARKER	BUNDLE No.	ASSORTER	WRAPPER
<u>St. M</u>	<u>LWA</u>	<u>17</u>	<u>H.L.W.</u>	<u>N.C.R.</u>

No.	Articles	Price	No.	Articles	Price
<u>6</u>	Aprons, cooks.....08	<u>18</u>		Curtains, port, each.....06	
	Bags, barrack (laundry).....Free			" shower, bath.....06	
	" ship, laundry.....25		<u>32</u>	Mats, bath.....02	
	Bars, mosquito.....05			Napkins.....02	<u>64</u>
<u>15</u>	Blankets, cotton.....15	<u>2.25</u>		Pads, table, bed.....10	
<u>25</u>	" wool.....25	<u>6.25</u>	<u>49</u>	Pillowcases.....01	<u>49</u>
	Bunk bottoms.....15			Rags.....01	
<u>13</u>	Bureau seats.....03	<u>39</u>		Rugs, bath.....10	
<u>6</u>	Cape, cooks', white.....03	<u>18</u>		Runners, canvas, per yd.....05	
<u>8</u>	Coats, cooks' and waiters', white.....07	<u>56</u>	<u>98</u>	Sheets, bed.....02	<u>1.96</u>
	Coats, hickory.....07		<u>14</u>	Spreads, bed (counterpanes).....10	<u>1.40</u>
	Covers, chair.....07		<u>12</u>	Tablecloths, large, plain.....07	<u>84</u>
	" couch.....25			" small, plain.....08	
	" mattress.....03		<u>19</u>	Tiebacks, curtain, pair.....01	
	" table.....07			Towels, bath.....02	<u>58</u>
	Curtains, door, each.....10		<u>21</u>	" dish, kitchen, cooks'.....01	<u>21</u>
	" large, each.....12		<u>14</u>	" face, hand.....01	<u>14</u>
	" small, each.....05		<u>6</u>	" roller.....08	<u>48</u>
			<u>6</u>	Trousers, cooks', white.....07	<u>42</u>

TOTALS: 344 Piecess. 16.41 Cost.\*

FOR THE LAUNDRY:

Albert Jones  
Checker.Thomas Hine  
Shipper.A. C. Barker  
Transport Representative.

\*Cost data (to be supplied by laundry) are informative only, since no actual charge is made.  
This form will be used by Army Transport authorities when sending work to the laundry to be done at Government expense.

Two copies of this form prepared by the Army transport authorities will accompany the laundry. Further information thereon will be entered by the laundry on W.D., Q.M.C. Form No. 375, Abstract of Enlisted and Bulk Work.

Claims for shortages MUST BE MADE WITHIN 48 HOURS, accompanied by this list, or no attention will be paid to them.

U. S. GOVERNMENT PRINTING OFFICE 2-10920





Original from  
UNIVERSITY OF CALIFORNIA

APPENDIX II

LIST OF REFERENCES

Laundries-----	AR 30-2135
	AR 35-6660
	AR 210-10
Accounting for Laundry Activities-----	Cir. 1-2, O. Q.
	M. G.
	Cir. Letter 26,
	1939, O. Q.
	M. G.

[A. G. 062.11 (8-26-42).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,  
*Chief of Staff.*

OFFICIAL:

J. A. ULIO,  
*Major General,*  
*The Adjutant General.*

Distribution:

D (10); IBn 10 (5); IC 10 (5).  
(For explanation of symbols see FM 21-6.)



